PROCEDURE FOR PROCESSING A&E CONSULTANT PURCHASE REQUISITIONS

Upon receipt of a hard copy purchase requisition:

1. Review requisition and ensure that the contract number listed belongs to an A&E consultant contract. If the contract number is not for an A&E consultant contract, return purchase requisition to Administrative Aide I/CAII and inform them that the requisition does not belong to the A&E Section of PWC. If the agreement was processed/awarded prior to PWC's creation, you may have to ask for a Council Resolution or City Clerk number and provide the contract number to the project manager once you have identified the agreement. If necessary, request a copy of the agreement.

2. If the requisition is for an as-needed contract, be sure the task number has been typed in the text field or that it appears on the documents in the "attachment list". If no task number was provided, return requisition to Administrative Aide I/CAII and ask him/her to have the project manager enter a task number into the requisition.

3. If the requisition is for an A&E contract, go to the S-Drive ("Open Contracts") or to the project file cabinets and locate the corresponding contract. Verify whether a valid contract exists for the requisition. If you do not find a contract for the requisition, notify the requestor via e-mail using the standard template. If you discover that the contract has not yet been awarded, do not approve the requisition.*

4. If a contract for the requisition is found, verify that the contract has not expired by checking date in S-Drive (or Section 2.1 in Agreement). Verify expiration date on PR print-out is same as contract expiration date. The PR print-out displays what is specified for the Outline Agreement Number (O/A). If different, note on the PR for the Administrative Aide I/CAII to make correction before releasing PR. Note: If contract has been amended be sure to check for a revised expiration date. If the contract has expired, notify the project manager that an amendment or other documentation is needed to prove that the contract is still valid. Contract duration is especially critical on as-needed contracts. In any case, if the contract is expired, do not sign the requisition until you receive acceptable proof or explanation that the work related to the requisition was authorized prior to the contract's expiration.

   a. If the contract has been awarded, in SAP, verify vendor by double clicking on vendor number and review information. A vendor number must appear in either/or both vendor field box (Des. Vendor and Fix. Vendor). If a vendor number is in both vendor field boxes, verify that they are same numbers.

   b. For one-price contracts, check to see if the requisition exceeds the total value of the contract (In SAP, click on the O/A for totals) and/or the total value of previously approved requisitions. If there is a discrepancy, request an explanation from the project manager. In some cases, departments will enter requisitions for additional work without first processing an official contract amendment for the work. When in doubt, request explanations from the project manager in writing.

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Commented [NK1]: Martha wont issue PR to me without a contract number. The new SAP/Ariba system won't allow. A PR without a contract number has never been presented to me.

Commented [RF2R1]: Thank you. I made some changes based on your comments. The old language was a carry-over from when we used to receive PRs for everything and we would be responsible for sorting out which ones were A&E vs. Construction vs. P&C. I know there have been some changes but the system could change again and I believe we need to check for contract numbers. It has been a while but when I processed PR's on a more regular basis there were enough instances where the contract number was missing from the hard copy PRs I received. I just don't want us to ever process a PR that does not belong to us or process one without a contract number.

Commented [NK3R1]: I was told that in the update with Ariba, a contract field box was created and I contains a "hard stop" if a contract number is not insert. However, I don't know about the inserting of random contract numbers. SAP and/or our Support Staff cross-reference the contract number with the vendor and O/A (SAP) number.

Commented [RF4R1]: Thank you. It won't hurt to keep this part of the step just to be sure we are only reviewing and approving our own PRs.

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Commented [NK5]: PR cannot be created without vendor.

Commented [RF6R5]: Out of curiosity, do you know how long this has been the case? In the past, we received PRs ...

Commented [NK7R5]: No, I do not know. It never comes to my without a vendor number. Maybe the Support Staff ...

Commented [RF8R5]: Thank you. So if I understand correctly the PR being kicked back would occur after sign ...

Commented [NK9R5]: In this case, Rebecca is the creator of the PR. So, the PR would not be initiated. I think she is ...

Commented [RF10R5]: We can talk about this in our meeting later this morning. I believe the PRs we were ...

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i. Also verify full encumbrance has been maintained by utilizing SAP (transaction code ME53N) to view the breakdown in the Release Order Document screen by double clicking the outline agreement number in the purchase requisition, highlighting the item line (click gray box) and then clicking on the bar chart icon (called "Release Documentation") toward the top of the screen. If the contract is fully encumbered, the dollar value in "Open target qty." should be **$0.00**. If there is a dollar value for "Open target qty." request that the project manager fully encumber the contract before approving any purchase requisition if the project manager does not have a valid reason for not fully encumbering their contract.

ii. For Phase Funded contracts, full encumbrance for all phases per Phase Funded Schedule (Section 3.1.1) is required. Do not process PR unless it is for amount to fully encumber the total of the proper phase(s). Notify PM to add value to current PR or submit another PR for difference. If current PR is urgent for upcoming invoice(s), request that PM explain the urgency and provide plan of action for bringing encumbrance current. Forward request to Senior CS.

c. For as-needed contracts, verify that the purchase requisition you have will not cause the agreement to exceed its total maximum value by utilizing SAP (transaction code ME53N) to view the breakdown in the Release Order Document screen by double clicking the outline agreement number in the purchase requisition, highlighting the item line (click gray box) and then clicking on the bar chart icon (called "Release Documentation") toward the top of the screen. The dollar value in "Open target qty." should exceed the value of your purchase requisition. If not, request that the project manager provide you with the contract's accounting information for all task orders issued to date and notify him/her that SAP is showing that they will exceed the value and you cannot approve the current purchase requisition. PM's accounting information will most likely show how much each task order has been invoiced and not what has been released. Explain that open PO's with remaining value is counted against the "Open Target Qty" and suggest closing unused POs. Remaining balance from closing POs will be added to the "Open Target Qty."

   i. If PR amount is close to exceeding the full contract total, ask for contract's accounting information to verify SAP (O/A) information.

5. If a valid contract is located, **enter requisition information into CIMS** (For one-price contracts, enter information in "Award Info" screen (only first PR can be entered) and "Comments" screen; and for as-needed contracts enter information into "GRC Tasks" screen and "Comments" screen.). Note: Task orders containing both numbers and letters cannot usually be entered in the "GRC Tasks" screen. Information for these tasks must be entered into "Comments". **NOTE:** Pay attention to the numbers assigned to each task order by the client department. Each Task Order should have a unique number. Discuss exceptions with Senior or Principal Contract Specialist.) If available, check previous PR approval comment for additional notes and to use as template.

6. Sign off on the requisition (in addition to your signature or initials, write "OK to release."+ date and time somewhere on requisition), make a one copy for yourself, if necessary, and return the original requisition to Administrative Aide I or CAII who assigned it to you.

Commented [NK11]: I just added this because of recent instances.

Commented [RF12R11]: I understand the reason for this item. Thank you.

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Commented [NK13]: All PR info is entered in the "Comments" screen. PRs for amendments and funding changes will be found in "Comments" screen.

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7. If no contract is found or if you are not sure whether you have a contract for the requisition, **do not** sign off on the requisition. For final verification, review the PWC Weekly Contract Status Report with the Senior or Principal Contract Specialist to see if the contract is close to being awarded (supervisor will advise on whether you should hold/cancel the requisition for projects pending award). If after exhausting all these options you still do not find a contract, notify the individual or individuals listed on the requisition that you need **a fully executed copy of the contract**, Comptroller's Certificate (CC), 1544/PA-2625/1472, and insurance before you can approve the requisition. In most cases, a clarification e-mail from the client department is all that is needed to verify that a requisition is related to a contract in our files.

*Purchase Requisitions for A&E contracts valued under $25K can be approved prior to the award of the contract but PWC should be in possession of contracts and insurance before the requisition is approved. Make sure/note to request (from Administrative Aide I/CAII) PO after PR is released. PO needs to be included with the Final Documents package.

NOTE: PO Modifications are highlighted in purple/pink on the hard copy of the Purchase Requisition that is provided by PWC support staff. Added highlight is only there to help Administrative Aide I or CAII to modify existing PO and not create a new PO.

Helpful SAP Transaction Codes: ME22N, ME55, ME5A, ME53N, ME33K

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Commented [NK15R14]: It's just a secondary item to help the Support Staff. I believe it was their own reminder, but it is something I notice because I enter the modification info in CIMS.

Commented [RF16]: Location – SAP? – Which screen or transaction code?

Commented [NK17R16]: This is on the paper PO done by the Support Staff. I believe it was their own reminder, but it is something I notice because I enter the modification info in CIMS.

Commented [RF18R16]: Thank you. I added some text to clarify this item.

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Commented [RF19]: I am missing something here but I think I can get clarification on this statement when we meet.

Commented [NK20R19]: This is on the paper PO done by the Support Staff. I believe it was their own reminder, but it is something I notice because I enter the modification info in CIMS.

Commented [RF21R19]: Thank you. So I believe the first instance of the word "not" should be deleted from this sentence, correct?

Commented [NK22R19]: I believe the first instance of "not" should have been "only." I made the change.

Commented [RF23R19]: Thank you. That makes sense.

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